

SECTION 13 – Enforcement; Penalties; Administration; Zoning Permits; Disqualification

13.1 Enforcement

- A. These Regulations shall be enforced by the Zoning Enforcement Officer. In the performance of his duties, the Zoning Enforcement Officer shall have the authority and shall follow the procedures as set forth in Section 8-12 of the Connecticut General Statutes. In the appropriate case, the Zoning Enforcement Officer may refer any violations to the Town Attorney or other proper authority for action.
- B. The Zoning Enforcement Officer shall file a written quarterly report with the Commission summarizing his actions in the enforcement of these Regulations.
- C. The Planning and Zoning Commission shall approve the qualifications of the Zoning Enforcement Officer and his assistants and make recommendations to the Selectmen concerning their appointment, performance, and termination.
- D. No person shall serve as Zoning Enforcement Officer or Assistant Zoning Enforcement Officer if he is a member of the Zoning Board of Appeals.
- E. The Zoning Enforcement Officer and his assistants shall not act on any matter in which he or she has a personal or financial interest, as described in Section 8-11 of the Connecticut General Statutes.
- F. The Zoning Enforcement Officer may seek the advice of the Commission in the interpretation and application of these Regulations.

13.2 Penalties

Any person who commits, take part in, or assists in any violation of these Regulations shall be subject to the enforcement procedures, fines, and penalties as set forth in Section 8-12 of the Connecticut General Statutes and these Regulations.

13.3 Administration

- A. The Commission or the Zoning Enforcement Officer (and his assistants) shall administer the Zoning Regulations with the exception of Section 18, which shall be administered by the Building Official.

- B. The administrative powers and duties of the Zoning Enforcement Officer or his assistants shall be as follows:
1. Conduct inspections pertaining to any applications filed with him and/or the Commission, if required by the Commission, for any permit required by these Regulations.
 2. Issue permits as authorized by, and in accordance with, these Regulations.
 3. Issue temporary permits for fairs, carnivals, etc. pursuant to Section 16 of these Regulations.
 4. Issue permits for temporary or portable structures for habitation pursuant to Section 4 of these Regulations.
 5. Approve the location of construction trailers, etc. pursuant to Section 4.3.H, and by reference, Section 5.1.B.1 of these Regulations.
 6. Issue permits for signs pursuant to Section 7 of these Regulations.
 7. Issue permits for the construction of accessory buildings or structures pursuant to Section 5.1.B.5 of these Regulations.

13.4 Zoning Permit Required

- A. No land shall be used (except for agricultural purposes) and no building or structure shall be used, constructed, moved, enlarged, or structurally altered (and no building permit shall be issued) until a zoning permit for the proposed work or use has been issued by the Zoning Enforcement Officer.
- B. A zoning permit is not required for repairs or alterations to existing buildings or structures, which do not change the use thereof or increase the existing footprint.
- C. An application for a permit shall be accompanied by the required fee and filed with the Zoning Enforcement Officer on a form to be provided by the Planning and Zoning Commission. For new buildings or structures or external structural changes to an existing building or structure, the application shall include a site development plan, in triplicate, as set forth in Section 10 of these Regulations. However, if the Zoning Enforcement Officer grants a waiver of the requirements of Section 10, the application must include, at a minimum, a plot plan of the premises showing the location and size of the proposed building or structure and all

existing buildings and structures, dimensions of the lot, setback lines. Other information may be required by the Zoning Enforcement Officer to enable him to determine whether the proposed project complies with these Regulations or any permit granted by the Planning and Zoning Commission or variance by the Zoning Board of Appeals.

- D. A site permit shall expire if the work described therein is not diligently prosecuted to completion, pursuant to the requirements of Sections 8-3(i) and 8-3(j) of the Connecticut General Statutes.
- E. No zoning permit shall be issued by the Zoning Enforcement Officer for the erection of a new building or structure until a Sanitary Permit shall have been first obtained from the Town Sanitarian or his agent.
- F. No permit shall be issued to place or erect any building or structure abutting any private road, private street, or joint accessway, etc. unless the owner has first recorded a signed acknowledgment with the Town Clerk's office and filed a copy with the Zoning Enforcement Officer (as set forth in APPENDIX 8 of these Regulations).
- G. A notice of zoning permit describing the permitted conduct shall be posted where it is fully visible from a public highway for the duration of the construction.

13.5 Conflicts Of Interest: Disqualification

In the performance of their duties, all members of the Planning and Zoning Commission and the Zoning Board of Appeals shall conduct themselves and follow the prohibitions as contained in Sections 8-11 and 7-148t of the Connecticut General Statutes. In the event of a disqualification, the Planning and Zoning Commission and the Zoning Board of Appeals shall follow the procedures as set forth in Sections 8-11 and 7-148t of the Connecticut General Statutes.